11th April 2013

CESG IA MATURITY MODEL (CIAMM®)
ASSESSMENT TOOL V5 INSTRUCTIONS

Version 1_2

© Crown Copyright 2013 – All Rights Reserved

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

UNCLASSIFIED

THIS PAGE IS INTENTIONALLY LEFT BLANK

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

CONTENTS

I. GUIDANCE 5

II. DOWNLOADING THE TOOL 5

III. SETTING UP THE TOOL 5

IV. RUNNING THE TOOL 6

V. DEALING WITH ERRORS 6

VI. USING THE TOOL 6

A. Protective Marking 7
B. Navigating through the Tool 7
C. Evidence 9
D. Answers 9
E. Target Profile 10
F. Scoring 11
G. Weightings 11
H. Importance Ratings 12
I. MetaTags 12
J. Filter 13
K. Assessment Results 14
L. Classification Settings 15
M. Save Confirmation 16
N. Logging Mode 16
O. Maturity Model Measurement (MMM) Threshold 17
P. Manage Answers 17
Q. Hyperlinks in Comments 18
R. Advanced Features 19

VII. FURTHER HELP 19

VIII. ANNEX A 20

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

THIS PAGE IS INTENTIONALLY LEFT BLANK

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

I. GUIDANCE

The assessment team, charged with completing a Cabinet Office Security Risk Management Overview (SRMO, potentially as the means to form part of the annual Governance Statement), must read the appropriate guidance available from the Government Security Secretariat (e.g. annualreport@cabinet-office.x.gsi.gov.uk). When using the IAMM, as a basis for the SRMO return, this can be assisted by a previously produced supported self-assessment guide, which was available, as a download, from the CESG Internet website (www.cesg.gov.uk).

The SPF states the mandatory aspects for Departments and Agencies, and where appropriate the extension of these aspects to organisations working on behalf of HMG Government. The SRMO applies to various organisations, and the Government Security Secretariat guidance, on the SRMO, provides more details.

II. DOWNLOADING THE TOOL

The tool can be downloaded from the CESG Internet website (www.cesg.gov.uk). It comes in the form of a .zip file that comprises two sub files; a java executable (".jar" file) and the question set (".xml" file). It is assumed that assessment teams (or their Software Asset Management [SMA] team) will download the Tool and load it to a standalone (e.g. not connected to a network) laptop for use.

III. SETTING UP THE TOOL

To avoid confusion, it is advised to keep the tool in a directory of its own, for example C:\CIAMM. Both files should be kept within the same directory, i.e. the executable (.jar) and the question set (XML file).

In order to run a ".jar" file, it is necessary to first install and configure the latest Java Runtime Environment (JRE). Instructions for doing this are available from www.java.com. CESG do not provide advice or guidance on this process. For those who have not moved to the latest version of Java (e.g. for commercial and risk assessed purposes), the IAMM Tool should run on Java version 1.5 and later.

If Java is set up in your environment correctly, you should be able to find the install version by typing the following at a command prompt:

```
java -version
```


This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

IV. RUNNING THE TOOL

To run the tool, double click on the .jar file, or alternatively the tool can be started from the command prompt by navigating to the directory where the .jar is located and entering (e.g. for "CIAMM_v5_3.jar"):

```
java –jar "CIAMM_v5_3.jar"
```

(Note: Running the tool from the command line in DEBUG, or TRACE, mode will also allow the provision of a command line feed of information.)

V. DEALING WITH ERRORS

Should the tool fail to launch, for any reason, then please first ensure that the JRE is configured correctly.

If the tool can launch, but it fails on loading, then try removing any previously generated properties file:

```
ciammConfig.properties
```

This will cause the tool to act as new (e.g. as if it was just "out of the box"), when it is next restarted.

Where errors persist, or if errors are encountered when using the tool, the please contact CESG enquiries through the following email address:

enquiries@cesg.gsi.gov.uk

VI. USING THE TOOL

The first time the tool loads, you will be presented with the tools license, which you must accept to use the tool.

The first time the tool loaded, it shall automatically load the Questions file (e.g. the supplied "CIAMM.xml" file), as long as it is present within the same directory as the ".jar" file. Where this is not the case, the tool shall prompt the user to request the question file's location.

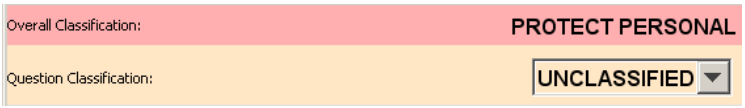
This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

A. Protective Marking

You should consult the Security Policy Framework (SPF) to ensure that an appropriate protective marking is applied. The appropriate marking can be selected from the drop down menu, at any time, during use of the tool (Initial default set in "Properties", but only for a blank set). The tool is configured to accommodate up to RESTRICTED, where the platform on which it is running is appropriately accredited (e.g. a RESTRICTED laptop). In the event that the results of an assessment would exceed the RESTRICTED level, then this tool is not designed to record the higher classified elements.

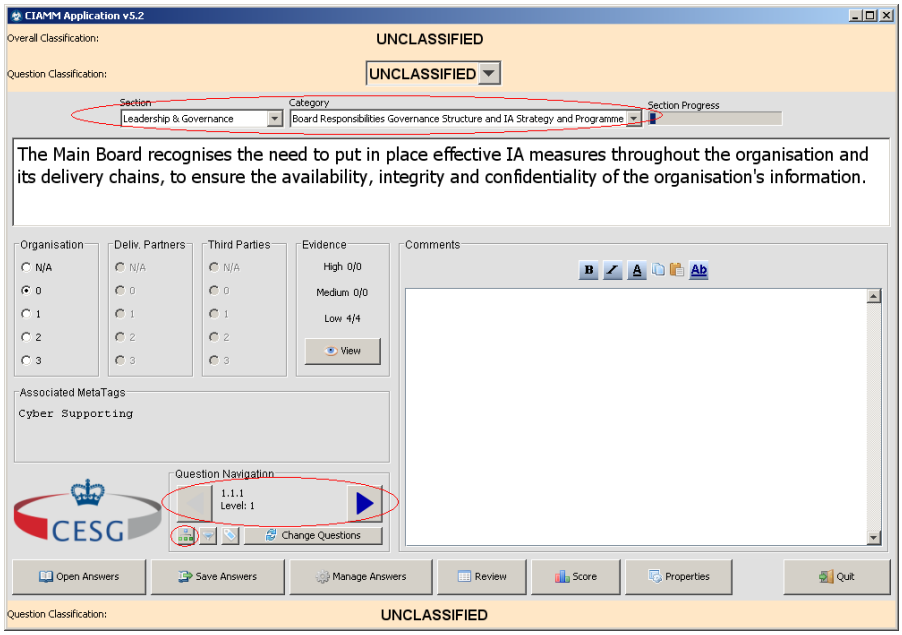
Please also note that, when planning a "CESG Supported Self-Assessment", any CESG laptop is likely to be accredited to carry information up to RESTRICTED only. If there is an expectation that the protective marking of the completed Work Book will exceed RESTRICTED, then this should be notified to CESG at the planning meeting, so that appropriate discussions, and arrangements, can take place in advance of the workshop assessment.

The tool displays two classification values, the question classification and the overall classification. The question classification pertains to the classification of the answer that is specifically being viewed at that time. The overall classification pertains to the aggregation of the classification of all of the answers together. This overall classification value will be at the highest answer classification held in the tool and it will also include a listing of descriptors for all of the answers, e.g.:



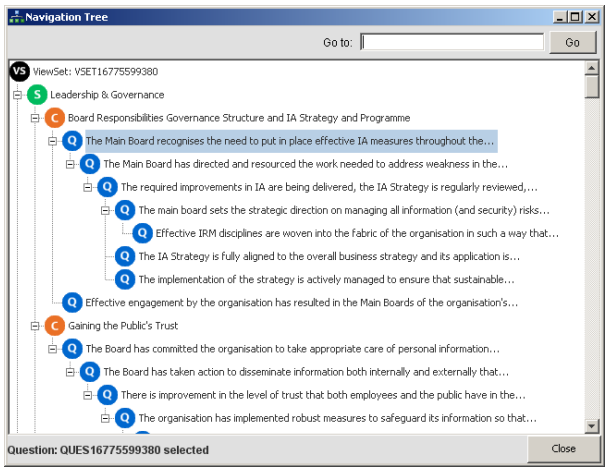
B. Navigating through the Tool

The tool allows question navigation through three mechanisms. These are through the drop down lists at the top of the display, or through the arrows at the bottom of the display, or through the navigation tree (available via the icon below the "left arrow" navigation icon).



This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

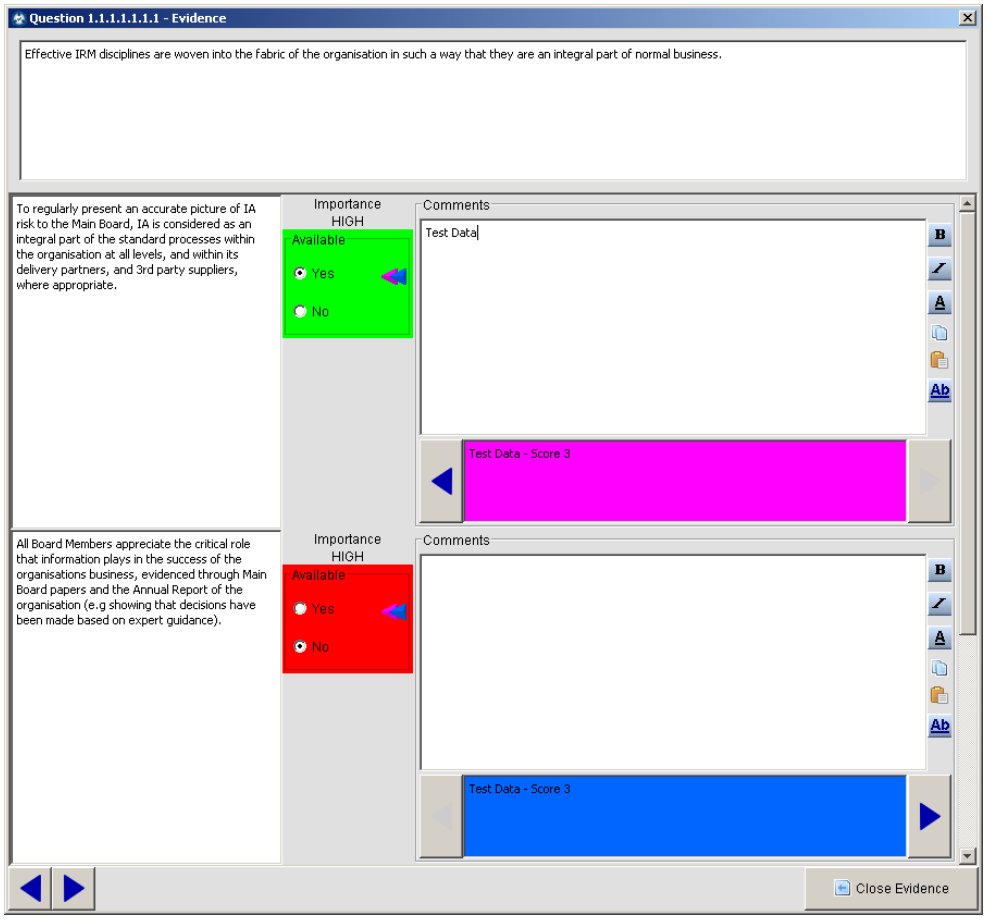
The navigation tree offers a dynamic interface to select which question is displayed, as can be seen below:


Navigation Tree
Go to:
Go
ViewSet: VSET16775599380
Leadership & Governance
Board Responsibilities Governance Structure and IA Strategy and Programme
The Main Board recognises the need to put in place effective IA measures throughout the...
The Main Board has directed and resourced the work needed to address weakness in the...
The required improvements in IA are being delivered, the IA Strategy is regularly reviewed,...
The main board sets the strategic direction on managing all information (and security) risks...
Effective IRM disciplines are woven into the fabric of the organisation in such a way that...
The IA Strategy is fully aligned to the overall business strategy and its application is...
The implementation of the strategy is actively managed to ensure that sustainable...
Effective engagement by the organisation has resulted in the Main Boards of the organisation's...
Gaining the Public's Trust
The Board has committed the organisation to take appropriate care of personal information...
The Board has taken action to disseminate information both internally and externally that...
There is improvement in the level of trust that both employees and the public have in the...
The organisation has implemented robust measures to safeguard its information so that...
Question: QUES16775599380 selected
Close

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

C. Evidence

Selecting the evidence “view” button (i.e. located in the area with the border labelled “Evidence”) will reveal another window listing the evidence items related to this question, including an “Importance” indicator. The “Comments” areas, in this window, allow the user to enter details of the evidence collected to support the assessment of this element. The below screen is in “compare mode”.


Question 1.1.1.1.1.1.1 - Evidence
Effective IRM disciplines are woven into the fabric of the organisation in such a way that they are an integral part of normal business.
To regularly present an accurate picture of IA risk to the Main Board, IA is considered as an integral part of the standard processes within the organisation at all levels, and within its delivery partners, and 3rd party suppliers, where appropriate.
Importance
HIGH
Available
Yes
No
Comments
Test Data
Test Data - Score 3
All Board Members appreciate the critical role that information plays in the success of the organisations business, evidenced through Main Board papers and the Annual Report of the organisation (e.g showing that decisions have been made based on expert guidance).
Importance
HIGH
Available
Yes
No
Comments
Test Data - Score 3
Close Evidence

D. Answers

It is possible, at any stage, to save the work done so far, and then return to it later. The “**Save Answers**” button will allow work done, so far, to be saved, and the “**Open Answers**” button will allow previously saved answers to be loaded.

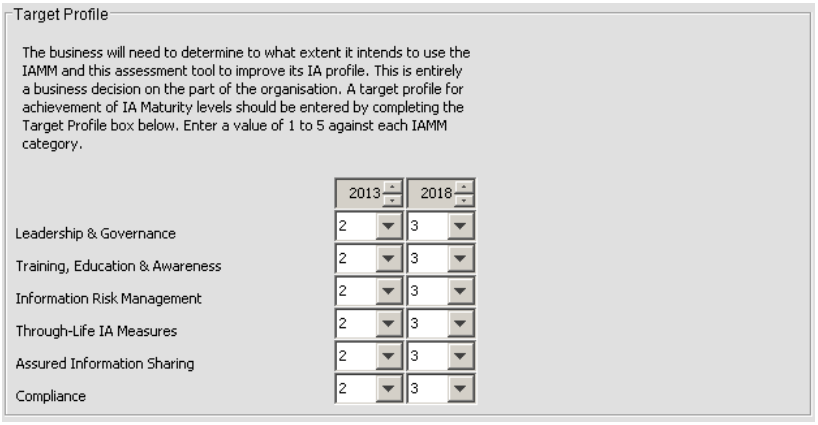
The “Manage Answers” button allows you to export selected answers, import selected answers, compare the results from different answer file, and also to reset the answer scores (e.g. all achievement measures set to “0”). It is possible to use this functionality to allocate different people to the completion of different sections/categories and then for a central authority to import each of these completed sections, in turn, into an organisational level version of the Tool.

The “Review” button allows data to be exported to Excel. If possible, use the “Excel 97-07” (“.xsl”) format, as some systems may need to try to “repair records” when using the “Excel 07” (“.xslx”) format.

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

E. Target Profile

The business will need to determine to what extent it intends to use the IAMM and this assessment tool to improve its IA profile. This is entirely a business decision on the part of the organisation, which can be guided by GPG28 (i.e. Improving Information Assurance at the Enterprise Level). To set the required target profile, for achievement of IA Maturity levels, select the properties button in the tool and locate the Target Profile box. In this area, values may be entered for the current year's target scores and a future score (by default this is 5 years ahead). These values will then be displayed when the score graph is generated.


Target Profile
The business will need to determine to what extent it intends to use the IAMM and this assessment tool to improve its IA profile. This is entirely a business decision on the part of the organisation. A target profile for achievement of IA Maturity levels should be entered by completing the Target Profile box below. Enter a value of 1 to 5 against each IAMM category.
2013
2018
Leadership & Governance
2
3
Training, Education & Awareness
2
3
Information Risk Management
2
3
Through-Life IA Measures
2
3
Assured Information Sharing
2
3
Compliance
2
3

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

F. Scoring

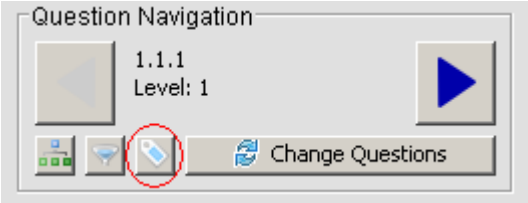
Working through the tool, the Team should assess which of the four scoring descriptions (i.e. the achievement measures) best describes how far the organisation has progressed in meeting the requirement. Record your score (e.g. "0" to "3") by selecting the appropriate radio button. Please note that, because the IA Maturity Model is designed to be cumulative, the assessment at higher maturity levels cannot be greater than that already achieved at a lower level. Therefore, you will find higher scores at higher maturity levels greyed out and unavailable as appropriate. If a justifiable risk-based decision has been made that a particular requirement is not applicable, then "N/A" can be selected, where appropriate. The organisation must then record the justification for this selection in the "Comment" box. When "N/A" is selected, higher maturity level scores for that particular requirement will not be available. Changes to the scoring can be made later, e.g. during a CESG supported Assessment Workshop, if applicable.

A brief outline of each achievement measure score's applicable conditions is given in the following table:

N/A	A formal decision has been taken by the organisation that the required measure is not applicable in the context of managing information risk
0	**Hardly any** of the important (e.g. labelled as "High"), medium importance ("Medium") or low importance ("Low") evidence is available and that which is provided, is not satisfactory
1	Only **some** of the important evidence (e.g. labelled as "High") **and hardly** any of the medium importance ("Medium") evidence and low importance ("Low") evidence is available and is satisfactory
2	The **majority** of the important evidence (e.g. labelled as "High") and **some** of the medium importance ("Medium") and low importance ("Low") evidence is available and is satisfactory
3	**All** of the important evidence (e.g. labelled as "High") and the **majority** of the medium importance ("Medium") and low importance ("Low") evidence is available and is satisfactory

G. Weightings

The tool allows for weighting values to be applied to specific questions, where this is appropriate (However, the default set provided may have all weightings set to "100%"). The weighting value will influence the questions score value, where these vary within the applicable question set. To view the weighting associated with a question, select the "Question Information" button from the Question Navigation panel.



This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

H. Importance Ratings

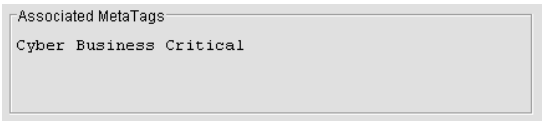
Importance ratings are entered via the “Evidence” screen (i.e. see section C above). Evidence items, associated with a question, are allocated an importance rating of “High”, “Medium” or “Low” in order to help assess a score decision, however these do not affect the tool’s calculated score result. The ratings are provided for guidance only, and users may chose to apply different importance ratings, as their business demands (and make appropriate notes, on the justification for the change, in the evidence box).

As can be seen above (i.e. see section F above), a score is designed to reflect the amount of satisfactory evidence that is available at each of the “High”, “Medium” or “Low” importance ratings. In some cases, for example, there may not be any “High” importance evidence requirements listed in the IAMM Tool, and a common sense approach to interpreting a score is required.

For example, assume all evidence is listed as “Medium”, as there are no “High” or “Low” importance items against a particular question. Where 4 out of 5 pieces of evidence are available and satisfactory, a score of 3 would be appropriate. Had only 3 out of the 5 pieces of evidence been available, and satisfactory, a score of 2 would be appropriate. Alternatively, had only 2 of the pieces of evidence been available, and satisfactory, a score of 1 would be appropriate. There are no hard and fast rules here, but a pragmatic approach is recommended.

I. MetaTags

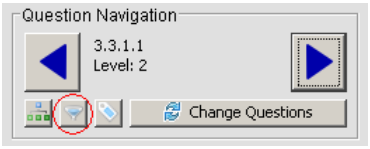
Version 5.2 (and previous “5 series” versions) of the tool includes a “MetaTag” association with each question. A “MetaTag” represents an association for a question, e.g. a question that is associated with “Cyber” may hold the “MetaTag” “Cyber Business Critical”. All of the “MetaTags” associated with a particular question are displayed within the main screen section labelled “Associated MetaTags”.



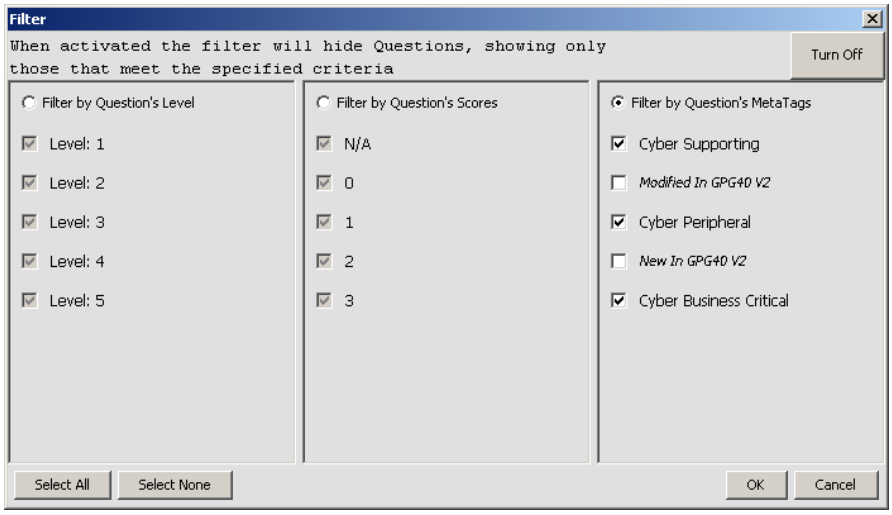
This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

J. Filter

Turning on the filter allows you to choose only to display selective questions and then hiding the rest. To enable the filter, select the filter icon from the Question Navigation Panel:



The filter display allows questions to be filtered by their level, score or associated “MetaTags”.

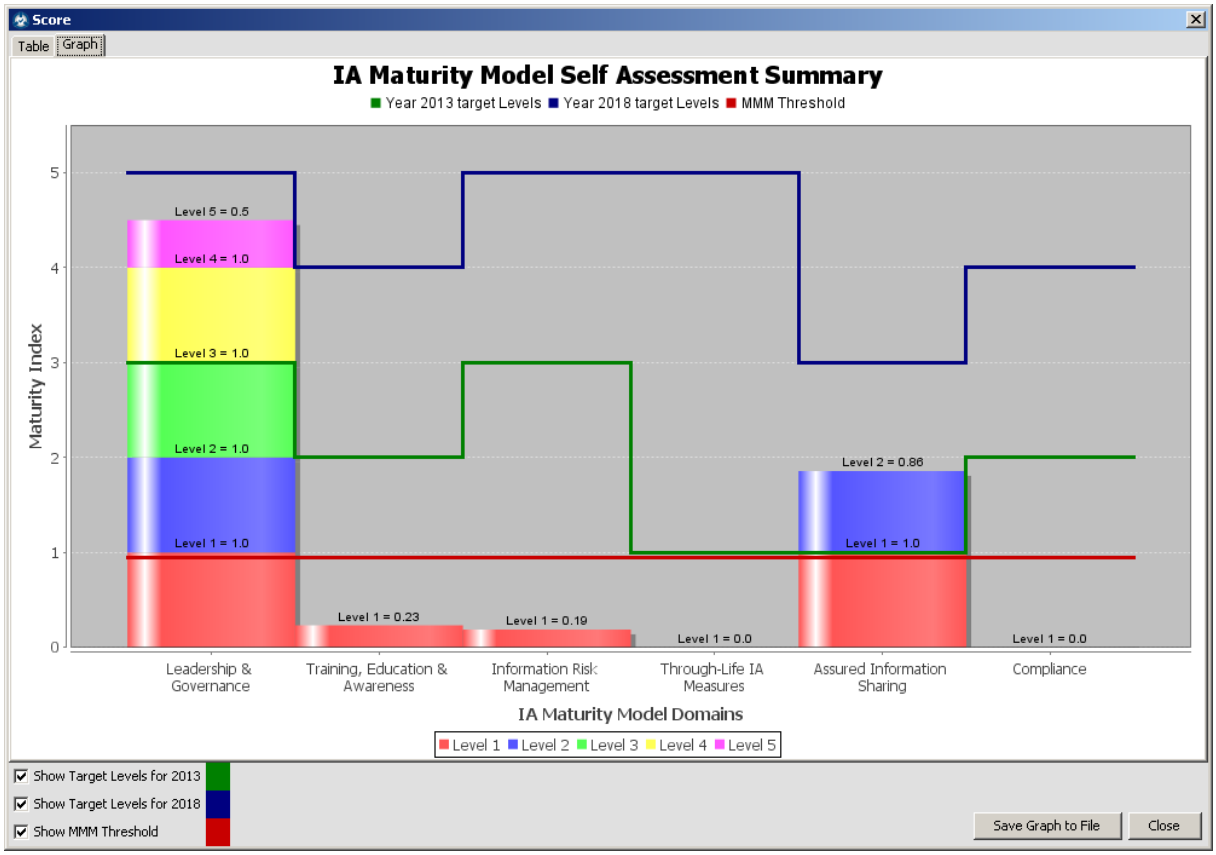


This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

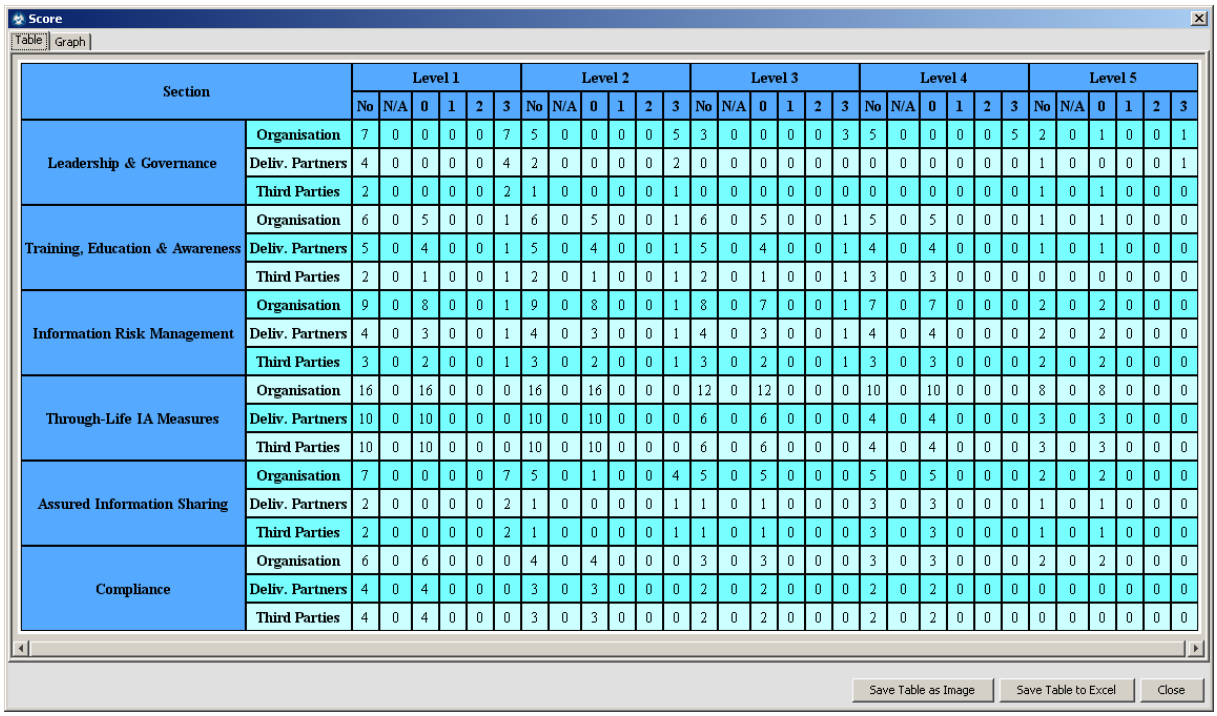
K. Assessment Results

The results derived from the completion of the IAMM Tool can be viewed by hitting the “Score” button, and the results are presented in two forms (i.e. available through the “tabs”, labelled as “Table” and “Graph”). First, in the “Graph tab” view, they are presented in graphical form against the organisation’s target profile (i.e. those values that were provided at the start of the assessment process). Second, in the “Table tab” view, they are presented, in full detail, on an additional table.

On this screen, you can select whether the Maturity Model Measurement (MMM) level, the current target level (e.g. shown as 2013 below), and the future target level (e.g. shown as 2018 below) are displayed. The MMM level is also set via the “Properties” button (see section “O” below, which describes how to use the MMM threshold to allow you to see the score in incomplete levels [e.g. to aid progress monitoring]).



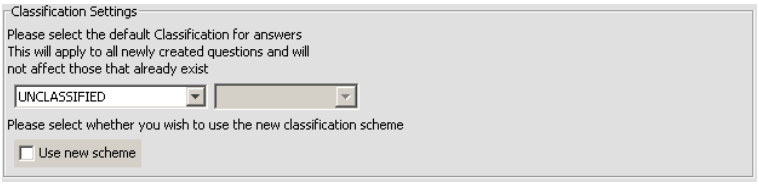
This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk



Section		Level 1						Level 2						Level 3						Level 4						Level 5					
		No	N/A	0	1	2	3	No	N/A	0	1	2	3	No	N/A	0	1	2	3	No	N/A	0	1	2	3	No	N/A	0	1	2	3
Leadership & Governance	Organisation	7	0	0	0	0	7	5	0	0	0	0	5	3	0	0	0	0	3	5	0	0	0	0	5	2	0	1	0	0	1
	Deliv. Partners	4	0	0	0	0	4	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
	Third Parties	2	0	0	0	0	2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0
Training, Education & Awareness	Organisation	6	0	5	0	0	1	6	0	5	0	0	1	6	0	5	0	0	1	5	0	5	0	0	0	1	0	1	0	0	0
	Deliv. Partners	5	0	4	0	0	1	5	0	4	0	0	1	5	0	4	0	0	1	4	0	4	0	0	0	1	0	1	0	0	0
	Third Parties	2	0	1	0	0	1	2	0	1	0	0	1	2	0	1	0	0	1	3	0	3	0	0	0	0	0	0	0	0	0
Information Risk Management	Organisation	9	0	8	0	0	1	9	0	8	0	0	1	8	0	7	0	0	1	7	0	7	0	0	0	2	0	2	0	0	0
	Deliv. Partners	4	0	3	0	0	1	4	0	3	0	0	1	4	0	3	0	0	1	4	0	4	0	0	0	2	0	2	0	0	0
	Third Parties	3	0	2	0	0	1	3	0	2	0	0	1	3	0	2	0	0	1	3	0	3	0	0	0	2	0	2	0	0	0
Through-Life IA Measures	Organisation	16	0	16	0	0	0	16	0	16	0	0	0	12	0	12	0	0	0	10	0	10	0	0	0	8	0	8	0	0	0
	Deliv. Partners	10	0	10	0	0	0	10	0	10	0	0	0	6	0	6	0	0	0	4	0	4	0	0	0	3	0	3	0	0	0
	Third Parties	10	0	10	0	0	0	10	0	10	0	0	0	6	0	6	0	0	0	4	0	4	0	0	0	3	0	3	0	0	0
Assured Information Sharing	Organisation	7	0	0	0	0	7	5	0	1	0	0	4	5	0	5	0	0	0	5	0	5	0	0	0	2	0	2	0	0	0
	Deliv. Partners	2	0	0	0	0	2	1	0	0	0	0	1	1	0	1	0	0	0	3	0	3	0	0	0	1	0	1	0	0	0
	Third Parties	2	0	0	0	0	2	1	0	0	0	0	1	1	0	1	0	0	0	3	0	3	0	0	0	1	0	1	0	0	0
Compliance	Organisation	6	0	6	0	0	0	4	0	4	0	0	0	3	0	3	0	0	0	3	0	3	0	0	0	2	0	2	0	0	0
	Deliv. Partners	4	0	4	0	0	0	3	0	3	0	0	0	2	0	2	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0
	Third Parties	4	0	4	0	0	0	3	0	3	0	0	0	2	0	2	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0

L. Classification Settings

To aid the entry of the bulk of the Classification defaults you can set the default classification to be used on items that have not yet been answered. To access this feature, press the “Properties” button, and use the dropdown choices, as appropriate.


Classification Settings
Please select the default Classification for answers
This will apply to all newly created questions and will
not affect those that already exist
UNCLASSIFIED
Please select whether you wish to use the new classification scheme
Use new scheme

Please note that for the tool to use this default, once this value is changed, you would have to “Quit” and restart the tool, or use the “work with Blank AnswerSet” button (available via the “manage Answers” button).

It should be noted that if an answer already exists in the answer set, then the value of the default has no impact (i.e. it will not change an existing answer sets classification.

This tool does not currently support the new classification policy, as it was created before this was finalised. However, on the properties screen there is the facility to choose the new classification policy caveats, but these were the draft list before final approval (and so may not be consistent with the final approved classification caveats).

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

M. Save Confirmation

For those advanced users, who do not like the seeing the “Save” file location choice screen when pressing the “Save” button, there is an option to bypass this “safety” feature. From the “Properties” screen (accessible via the “Properties” button), to turn off this “safety” feature, enter a tick mark against the “Save confirmation” section. Only use this feature if you are sure you will not overwrite a wanted file.

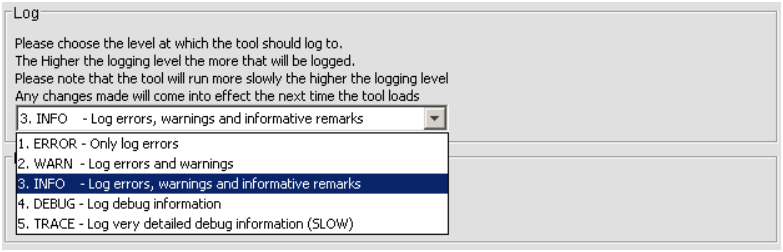
Save confirmation
Checking this option will stop all save confirmation boxes from appearing,
thus immediately overwriting a pre-existing file. This is not recommended.

It is good practice to keep copies of the answer set file in a (suitably backed-up) location that is not usually accessed by the normal use of the tool. Thus, if a working answer set file gets accidentally damaged, then the amount of lost work could be minimised.

N. Logging Mode

The tool is provided with a logging facility. This may help to identify problems with the tool, should these occur. To understand the log file is quite an advanced feature, and using the logging is thus unlikely during normal use of the tool. However, CESG may request a copy of the log file, if this could aid the resolution of a reported problem (e.g. you don’t need to send the log file, when you experience a problem, unless CESG requests it).

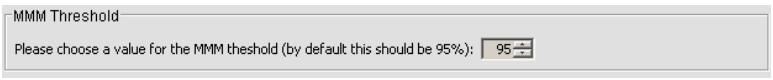
The default logging mode is 3 (INFO), but it can set it to a level appropriate for your activities. For example, when trying to identify a specific issue, the tool may be set to mode 4, or mode 5. Do not set these modes, unless there is good cause, as the tool will probably be slow, and the logging file (i.e. file “application.log”) will fill up. The logging utility will continue to use the logging file even if it has been filled up (e.g. by overwriting earlier entries). Thus, leaving logging on at a higher numbered mode may need the storing away of copies of the “application.log” file in a location not normally used by the tool, e.g. if you wish to retain any specific logging information.


Log
Please choose the level at which the tool should log to.
The Higher the logging level the more that will be logged.
Please note that the tool will run more slowly the higher the logging level
Any changes made will come into effect the next time the tool loads
3. INFO - Log errors, warnings and informative remarks
1. ERROR - Only log errors
2. WARN - Log errors and warnings
3. INFO - Log errors, warnings and informative remarks
4. DEBUG - Log debug information
5. TRACE - Log very detailed debug information (SLOW)

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

O. Maturity Model Measurement (MMM) Threshold

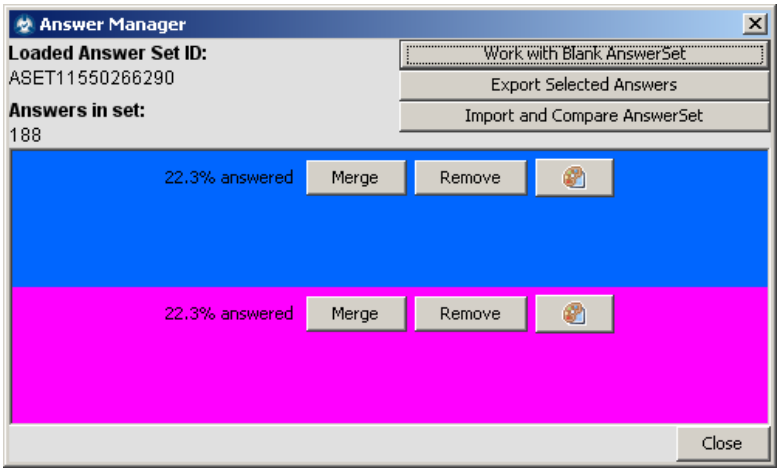
This threshold governs when a maturity model level is reached. The default is 95% of the questions are completed in a level, and each of these questions was rated at either an assessment level of 2 or 3.



When using the “Score” button, if you wish to see what your score is related to “incomplete levels” (e.g. to monitor progress), then set the “MMM Threshold” to “0” in the “Properties” screen. You will then see all your scores in the “Graph tab” view. Once complete, reset the “MMM Threshold” to “95”.

P. Manage Answers

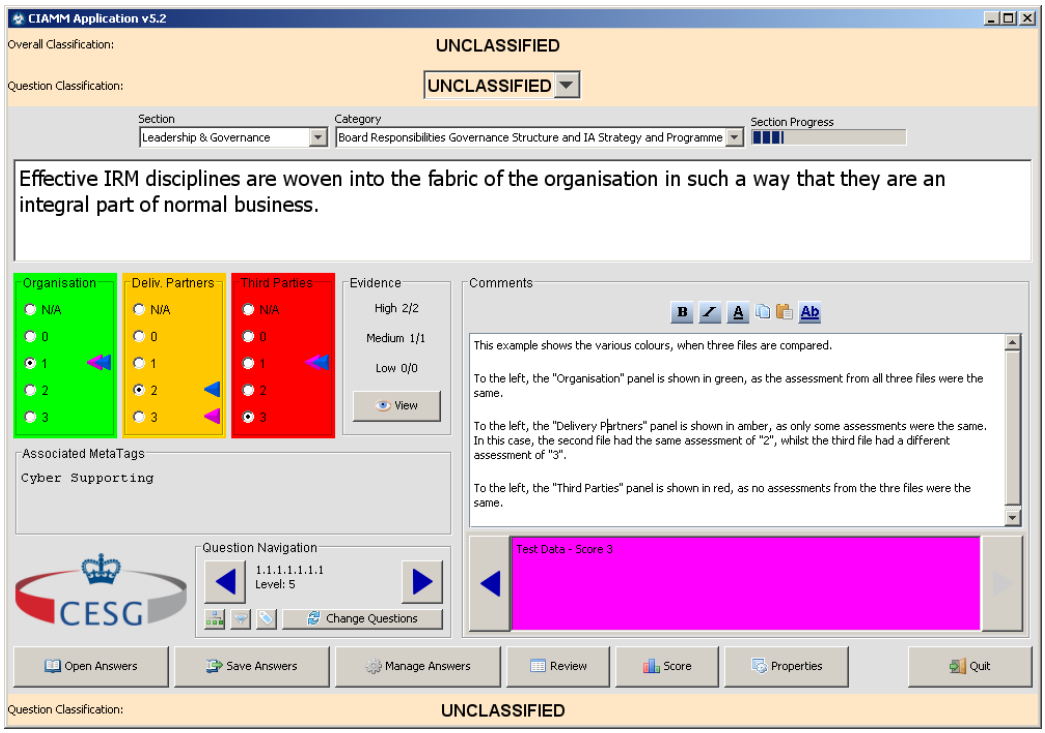
You can compare up to 4 other answer sets with the currently loaded answer set, and the tool is in “compare mode” when this occurs. This is done via the “Manage Answers” button. For example, when 2 other answer sets are loaded, the “Answer Manager” screen can look like the below.



Please note that the colours for the additional answer sets (e.g. comments, evidence and even the comparative score pointers) can be set using the “Pallet” button to the right of the “Remove” button (i.e. can be set for each answer set).

In summary, in the button options against each answer set, you can then “Merge”, “Remove”, or change the colour of the icons representing that answer set in the main IAMM Tool screen (e.g. a small triangle indicating the score against that question for the comparative answer set). In the above “Answer Manager” screen, the colour of the first comparative set was set to blue, and the second was set to pink. The overlay colours on the scores indicate all (GREEN), some (AMBER), or none (RED) matching.

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk



Q. Hyperlinks in Comments

In certain “Comments” areas (e.g. on the main application screen, and the “Evidence” screen), it can be possible to link to other files (e.g. local, or networked), or intranet locations (i.e. should an intranet location be served from where the IAMM Tool is executing). However, if the below doesn’t work, then your installation environment may not support these file, or intranet, options.

Where your installation environment does support this option, you need to write some meaningful text, for the link, in the “Comments” area (e.g. “TestLink”). Then, highlight this text, and then use the button labelled “Ab” (either above, or to the right of the “Comments” area). You will be shown an “input” screen, which prompts you “To Enter a URL”. Valid URL’s, for files, could be of the following type (Note: Within the IAMM Tool, the link is accessed by using the “Ctrl” and a “left mouse click” simultaneously):

file://H:\TestLink.txt (where “H” is the drive location, and the file is called “TestLink.txt”)
file://H:\subdirectory\TestLink.txt (as above, but with the file in a “subdirectory”)

Those without similar access to your local (or externally accessible) web server won’t be find the information via the following type of link (e.g. if you pass the answer file to another IAMM Tool installation). However, where you have a link to a web server (e.g. via your intranet), a valid URL, could be of the following “http” type:

http://www.yourdomain/yourpage.html

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

R. Advanced Features

Some features are usually hidden, and are only to be used by those who know how to operate the tool in an advanced mode. For example, the advanced mode allows you to edit the question file (i.e. not just the answer file). However, unless you have studied this, as a separate exercise (i.e. this not currently part of the normal use of the IAMM Tool within government bodies), you may have to request consultancy to use these features correctly. Without such consultancy, you may damage your "CIAMM.xml" file, and you may then need to reinstall the IAMM Tool (e.g. restoring the release version of the "CIAMM.xml" file").

To be able to see the advanced options, you need to manually edit the "ciammConfig.properties" file, and set the "ciamm.advanced" property to "true". When the IAMM Tool is next run, the "ciammConfig.properties" file would be read, and it would then show the "Advanced >>" button when on the "Properties" screen, as this "ciammConfig.properties" file would then contain the line:

ciamm.advanced=true

The extra options displayed, when using the "Properties" screen "Advanced >>" button, allows various parameters to be changed (e.g. the classification label text), and to switch the tool back and forth from the "answerer" and "editor" mode (indicated above).

VII. FURTHER HELP

For Technical Help on any aspect of the IA Maturity Model itself, the IAMM assessment Tool, the Supported Self-Assessment service, or any other CESG assessment service, then please contact CESG enquiries, in the first instance:

enquiries@cesg.gsi.gov.uk

For Advice on any aspect of the SRMO requirement, then please contact GSS, in the first instance:

annualreport@cabinet-office.x.gsi.gov.uk

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

VIII. ANNEX A

The IAMM Tool is only supported for use on a laptop. However, some government bodies deploy the IAMM Tool onto their corporate environment (after appropriate risk assessment by that body). This annex describes some features in the IAMM Tool that may assist deployment. This is an advanced feature, and considering that the government body has made the decision to install the IAMM Tool on their corporate environment, it is assumed that they will apply the appropriate skilled IT resources to understand and hence to try the aspects described here. However, there is no guarantee, that in a specific corporate environment, that the following will necessarily work.

As background, when distributed on a laptop, ignoring the user guide, there would be two files placed in the same directory (possibly write enabled [e.g. not made “Read-only”]). The files, in that directory, would be:

CIAMM_v5_3.jar
CIAMM.xml

On the first run of the “CIAMM_v5_3.jar” file, two further files would be created and these would be located in the same directory. These four files, in the initial directory, would then be:

CIAMM_v5_3.jar
CIAMM.xml
ciammConfig.properties
application.log

The “application.log file is used by the IAMM Tool’s logging facility (i.e. mentioned in the main text).

The “ciammConfig.properties” file stores program and user specific information. Hence, in a corporate environment, if each user doesn’t effectively have their own personal (write-enabled) directory to use, then the parameters that a user saves will either be lost (e.g. where the “ciammConfig.properties” file is “Read-only”), or overwritten (e.g. where other users can save their changes to the same “ciammConfig.properties” file).

To signal to the IAMM Tool that you wish it to deal with the “ciammConfig.properties” file differently (i.e. your corporate environment needs the installation to do this to make the IAMM Tool save user configuration information appropriately), you make the “ciammConfig.properties” file “Read-only” (i.e. in MS Windows, you use the file properties to set the “MS Windows Read-only” property).

Having the “ciammConfig.properties” file as “Read-only”, allows the IAMM Tool to behave in the following ways, depending on which is appropriate for your corporate environment. These are defined as “A” and “B” below, with “B” being a subsequent option where “A” is unsuitable.

Installation type “A” applies if you must install on the corporate environment in a way that is write protected, or in a way that does not isolate each users’ utilisation of their IAMM Tool directory (i.e. type “A” does not cover the case where multiple users would overwrite the same “ciammConfig.properties” file).

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

A) For the first case, ignoring the user guide, a corporate (i.e. non-laptop) release location would have three files:

CIAMM_v5_3.jar
CIAMM.xml
ciammConfig.properties (e.g. with the “MS Windows Read-only” property set)

[Note: In this case, the “ciammConfig.properties” file would have previously been created by running the “CIAMM_v5_3.jar” program on a suitable environment {e.g. a laptop}, and then this “ciammConfig.properties” file would be transferred to the corporate environment, prior to it being made “Read-only”]

On the first run of the "CIAMM_v5_3.jar", the program would see that a "Read-only" version of the "ciammConfig.properties" does exist (due to the manual placement indicated above), so the program then looks in what the Java Runtime Environment recognises as the “user.home” location (i.e. a location that may be specific for your corporate installation of Windows and Java, which the Java Runtime Environment picks up when it is first executed through the Java “System” class, “user.home” property) to use as a location for the user specific "ciammConfig.properties" file (Note: In fact, the location chosen is the “ciamm” subdirectory of the “user.home” location). As this is a first run, it should not find a "ciammConfig.properties" in that location, and so it tries to create one. If this fails then case “B” below applies.

Alternatively (i.e. non-“B”), as a "ciammConfig.properties" has been created, in a location specific to that user (i.e. if it is not specific to only that user, then again case “B” below applies), the IAMM Tool uses that "ciammConfig.properties" in the same way as it would have done had the installation been on a laptop.

For information, when you have successfully run the IAMM Tool, if you use the “properties” button on the IAMM Tool, it will state the location of the "ciammConfig.properties" that the program is using.

B) For the second case, ignoring the user guide, the “B” type of corporate (i.e. non-laptop) release location would also have three files:

CIAMM_v5_3.jar
CIAMM.xml
ciammConfig.properties (e.g. with the “MS Windows Read-only” property set)

[Note: Also, in this case, the “ciammConfig.properties” file would have previously been created by running the “CIAMM_v5_3.jar” program on a suitable environment {e.g. a laptop}, and then this “ciammConfig.properties” file would be transferred to the corporate environment, prior to it being made “Read-only”]

The difference, from case “A” above, is that the Java Runtime Environment location known as the “user.home” directory (i.e. a location that may be specific for your corporate installation of Windows and Java, which the Java Runtime Environment picks up when it is first executed through the Java “System” class, “user.home” property) is not suitable to be used by each individual user, for some local corporate deployment reason. The reason could be that this location has been made “Read-only” in your corporate environment, or that every user is directed to use the same location (and hence multiple users would overwrite the same “ciammConfig.properties” file in that location).

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk

To signal to the IAMM tool that it should not use the Java Runtime Environment location known as the “user.home” directory, the following “Read-only” file must be placed in the “ciamm” sub-directory (i.e. create this sub-directory, if it doesn’t exist) of the “user.home” directory:

ciammConfig.properties (e.g. with the “MS Windows Read-only” property set)

Thus, the IAMM Tool notices the “Read-only” file, and so the program asks for a new location (possibly starting the search for a suitable location by opening at the known Java “user.home” directory). The user then manually directs the file search to the location that the user wishes to use (Note: The user may have to prepare a suitable location in advance, and hence the local user instructions may give guidance on this [i.e. if the local area has produced these]).

In this manually entered location, a writable "ciammConfig.properties" is searched for in that location. If the writable "ciammConfig.properties" file exists, in this chosen location, then it is used. If an "application.log" file exists in that chosen location, then it is also used.

However, if neither exist, the following two files are created in the chosen location (If they can't be created, then the program should go back to the window that allows the choice of an alternate file location...):

ciammConfig.properties
application.log

As a "ciammConfig.properties" has been found, or created, in a location specified by that user, the IAMM Tool uses that "ciammConfig.properties" in the same way as it would have done had the installation been on a laptop.

However, in relation to type “B”, there is no way for the IAMM Tool program to know about this location from an accessible "ciammConfig.properties" file, due to the “Read-only” properties set on the corporate environment distribution. Hence, every time the user runs the IAMM Tool, the user may need to remember where the “ciammConfig.properties" (and the “application.log” file) was stored.

However, if you local environment allows, you may be able to manually set the “user.home” when starting the IAMM Tool, e.g. from the command line. Unfortunately, you must first go to the appropriate drive (e.g. “D:”) and then the appropriate directory (e.g. “\Writable_location”), before invoking the following type of command (Note: this assumes that the “path” has been set up to find the “javaw” program):

javaw -Duser.home=”D:\Writable_location” -jar "D:\IAMM_Tool_Location\CCIAMM_v5_3.jar"

[Note: In this case, the "ciammConfig.properties" file would then be located in “D:\Writable_location\ciamm” sub-directory of “D:\Writable_location”. Obviously, you would change the drive and the writable location to those that would be specific for your local user’s use.]

This information is exempt under the Freedom of Information Act 2000 (FOIA) and may be exempt under other UK information legislation. Refer any FOIA queries to GCHQ on 01242 221491 x30306 or infoleg@gchq.gsi.gov.uk